



News You Can Use!

Round I 2007 CFF applications are due on March 16, 2007 by 5:00, Indianapolis time. Award announcements should be made on May 11, 2007 and the Award Ceremony with the Lt. Governor is tentatively scheduled for May 25, 2007.

A Technical Assistance Workshop will be held on February 9, 2007 from 1:00 to 3:00 p.m. in Conference Room A of the Indiana Government Center South, 402 West Washington Street, Indianapolis. **ATTENDANCE IS MANDATORY FOR THOSE SUBMITTING ROUND I 2007 APPLICATIONS!** Please RSVP to Beth Dawson at 317-232-8333 or email her at dawson2@ocra.in.gov.

Round II proposals are due on July 13, 2007 and applications are due on September 14, 2007. Awards will be announced November 16, 2007 and the award ceremony is tentatively set for December 7, 2007.

Grant Administrator Training is coming up soon. The first test-out date (for administrators who have previously attended the class and passed the test) is February 28, 2007 at 9:00 a.m. Class dates for the first training are April 4, 11, and 18 with the final test on April 25, 2007. Classes will be held at The Garrison, Ft. Benjamin Harrison, Indianapolis. Please contact Lisa Garner at 765-285-1665 or email her at lgarner@bsu.edu to register for these activities. [CLICK HERE TO REGISTER ONLINE](#)

Please Note:

Grant Administrators bear the (sometimes unpleasant) responsibility of keeping their grantees in compliance with the deadlines set up to insure that projects are moving along as projected. Those [deadlines](#) are as follows for the Round II 2006 Awards:

Environmental Release	February 28, 2007
Bid Date	June 30, 2007
Release of Funds	August 31, 2007

This office recommends that at the *first sign of a problem* with meeting the deadlines, the Administrator should contact the Chief Elected Official to obtain support in urging compliance from all professional service providers.

2006 Round II Grant Awards

The Community Development Block Grant awards for the second round of 2006 were announced in December and Lt. Governor Becky Skillman honored the communities during an awards ceremony on January 4, 2007. Thirty-two Indiana communities received grants totaling \$14,163,307 for various eligible projects. Following is a list of the awardees, a brief description of the project, and the grant amount, including MBE Incentive.



Residents from the Town of Windfall accept their CFF award from Lt. Governor Skillman during the ceremony.

<u>GRANTEE</u>	<u>PROJECT DESCRIPTION</u>	<u>CFF AWARD</u>
Akron	Sanitary Sewer	\$362,985
Avilla	Sanitary Sewer	\$525,000
Bloomfield	Fire Truck	\$128,400
Brookston	Water Improvements	\$500,000
Bunker Hill	Wastewater Improvements	\$525,000
Centerville	Wastewater Improvements	\$525,000
Chalmers	Water Improvements	\$525,000
Clinton County	Library Construction	\$525,000
Cynthiana	Wastewater Improvements	\$269,000
Elnora	Fire Truck	\$150,000
Hymera	Sanitary Sewer	\$525,000
Lyons	Water Improvements	\$525,000
Mecca	Fire Truck	\$126,210
Monrovia	Library Renovations	\$525,000
Mt. Vernon	Acquisition	\$257,250
Newburgh	Historic Preservation	\$500,000
Noble County	Fire Station	\$525,000
North Manchester	Historic Preservation	\$414,724
Orange County	Accessibility	\$525,000
Osgood	Water Improvements	\$525,000

Paoli	Senior Center	\$474,240
Paragon	Storm Water	\$525,000
Plymouth	Infrastructure in Support of Housing	\$390,012
Scott County	Sanitary Sewer	\$525,000
Staunton	Water Improvements	\$525,000
Sullivan	Youth Center	\$525,000
Tell City	Downtown Revitalization	\$499,594
Tipton County	Fire Truck	\$140,892
Vincennes	Downtown Revitalization	\$525,000
Windfall	Water Improvements	\$525,000
Wolcott	Wastewater Improvements	\$525,000
Wolcottville	Water Improvements	\$500,000

To read the press release on the CFF award winners [CLICK HERE](#).

Important Notice Regarding Claim Vouches

The **CDBG Accountant** who processes claim forms is now **Lee Webb**, who replaced Nancy Thomas. Lee's phone number is 317-233-3559. Please enter Lee's name and number in the box at the top right corner of your claim voucher, under "Name of agency personnel who prepared this claim." **Please be aware** that the claim voucher to be used is **State Form 11294 (R5 / 4-04)**.

Any other editions of this form will not be processed by the Auditor of State's Office. You may obtain the appropriate claim voucher from the Auditor's website, <http://www.state.in.us/auditor/>. Click on "Forms", then click on "Accounts Payable Forms" then open Claim SF#11294.

Claim vouchers must be dated *prior to* grant expiration date and must always bear the signature of one of the authorized signatures submitted at the beginning of the grant process. Should the authorized signatory change, it is the grantee's responsibility to submit a corrected Authorization Page (Form 1, Financial Management Section, Grantee Implementation Manual) to this office prior to requesting funds.

Applicants for CDBG funds are responsible to check with OCRA for OVERDUE REPORTS prior to submitting applications. Grant Support does not have sufficient staff to notify communities when reports are not received. It would ALWAYS be in the best interest of your communities to check with Grant Support before application due date!

Facts and Figures for September—December, 2006

CDBG Grant Agreements Executed:	16
Releases of Funds Issued:	32
Removal of Environmental Conditions Issued:	21
Wage Decisions Issued:	44
Grants Monitored:	46
Grant Modifications Processed:	23
Grants Closed (Certificates of Completion Issued):	32
Number of Draw downs Processed:	246
Total Amount Drawn from HUD-U.S. Treasury:	\$15,504,107.39
End of December 2006 balance of CDBG Letter of Credit:	\$51,484,778.61
CDBG Letter of Credit Ratio:	1.63%*

**Less than 1.5% of annual allocation is HUD's guidelines.*

Remember...the Subrecipient Agreement document was revised in 2006. Please use the revised form which is available on the OCRA website.

Heads Up

It is and has always been the policy of the CDBG program that contracts to be paid with federal funds are not to be awarded until the grantee has attained Release of Funds or been given prior approval to incur costs, at their own risk. Federal funds are NOT TO BE OBLIGATED until all requirements have been met. Recently,

it has been called to our attention that most bid specifications contain some type of notice that is sent to the lowest bidder after determining that the low bid was responsive and responsible. While these forms have various names and are not all called notice of contract award, they certainly give the indication that the contract is being awarded

thereby obligating federal funds prior to obtaining a release. **Please be aware that any type of construction agreements signed before Release of Funds will jeopardize your grant**



Please Note!

Please provide any additions, deletions, or changes to your email address to Cris Dorman with the Communications Division of OCRA. Most future correspondence will be sent from this division via email. You may contact Cris Dorman at 317.232.0162.

Check out our new Web site
www.ocra.IN.gov

Who's Who at OCRA?

All areas of the state are now covered by Community Liaisons, [strategically placed](#).

The newest additions to our staff are Keith Gillenwater, Matthew Crouch, Ellen Harper, and Gerald White. Following is a brief introduction of each of those staff members.

[Keith Gillenwater](#) joined OCRA after serving as a Fort Wayne Police Officer for the past seven years. Having grown up in a small town in rural Indiana, he is excited about the opportunity to serve the small, rural communities that are often overlooked. Keith got his Bachelor's Degree at Purdue University and is currently working on his MPA at IU-PU Ft. Wayne.

[Matthew Crouch](#) has a Bachelor of Arts in Sociology and a Bachelor of Science in Kinesiology from IU. He was previously employed as the Indiana State-Wide Rural Access to Emergency Devices (RAED) Project Coordinator and Outreach Coordinator for the Southeast/South Central Indiana Area Health Education Center at Hoosier Uplands Economic Development Corporation. Matthew lives in Bloomington and enjoys attending IU football and basketball games as a season ticket holder.

[Ellen Harper](#) is the Community Liaison for Southwestern Indiana. This territory is very familiar to Ellen as she is a native of Vincennes. Her background in Main Street and Tourism has given Ellen the opportunity to travel the state learning about community assets from downtown revitalization to infrastructure. She looks forward to working with her Southwest counties to help them help themselves!

[Gerry White](#) was born in New Mexico and has lived in California, New Jersey and Georgia before calling West Lafayette his home for the past 30+ years. Gerry earned his Bachelor's Degree with a triple major in Political Science, History and Social Studies Education and an MS in Social Studies Education from Purdue. He has worked in education as a teacher, coach, academic advisor and administrator. He also worked for a time in financial planning with a focus on estate planning. He and his wife just celebrated their 25th anniversary and have one son at Purdue and another in High School. Gerry is excited to be working with the many communities of the northwest portion of the state that he has loved for so many years.

OCRA also added [Diego Morales](#) as the Latino Affairs Manager, a position designed to serve as a resource for Indiana's smaller cities and towns. Morales comes to OCRA from New Albany, where he has taught Spanish to students in Kindergarten – Fifth grade and worked for former Congressman Mike Sodrel. In his new role with OCRA, he is responsible for coordinating, implementing and developing all Latino initiatives in collaboration with the Governor's Advisor on Latino Affairs.

We are sorry to announce that Corey Murphy has resigned from his position with OCRA and is now serving as the Executive Director of the Madison-Jefferson County Economic Development Corporation. Congratulations, Corey and we wish you the very best of success!

[To Contact OCRA Click Here](#)

Rural Capacity Grants

Grant awards have now been made to 23 recipients for the Rural Capacity Grants, which is the first funding opportunity created from Breaking The Boundaries, OCRA strategic plan. A total of \$2.7 million was awarded in late December with the formal ceremony to be hosted by Lt. Governor Becky Skillman on January 24, 2007. [CLICK HERE TO READ THE RELEASE](#)

Bragging Rights

For the period ended 12/31/06, Indiana is **SECOND** in HUD's expenditure of funds report for states whose program year starts July 1! The only state that tops us is Delaware but their annual allocation is *less than* \$2 million per year or approximately 6% of what Indiana handles. Again, thanks to all of you who keep the projects on track and allow Indiana to have 'bragging rights'!

Good News

OCRA has received form approval from the Attorney General's Office for all CFF and Planning Grants. This means that grant agreements will no longer need to be routed to the Attorney General's Office for signature which should cut the approval process down substantially!

Bits and Pieces

The reason some people get lost in thought is because it is unfamiliar territory!

"The reason women don't play football is because eleven of them would never wear the same outfit in public!" (Quote from Phyllis Diller)

The only knowledge that can hurt you is the knowledge you don't have.